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MEMORANDUM FOR THE RECORD

SUBJECT: Agency Study of Space Requirements - Meeting
of 20 August 1965

Present: R. L. Bannerman, DD/S
A. M. Warfield, ADD/S
G. E. Meloon, D/L

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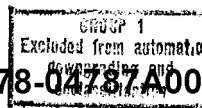
1. Mr. Meloon introduced me and advised that as directed, a group had been established which he proposed to call the "Space Requirements Group" and asked Mr. Bannerman if he would say a few words on the direction it should take.

2. Mr. Bannerman stated that it was time to look at our utilization of space if we are to provide for the future. He envisioned that we would look at the present utilization of space and the future up to 15 years as best can be determined from increased or changing Agency requirements. I asked if the 15 year projection was a good base to work from. He indicated that of course we should look at this but that he felt this study was primarily an effort by Mr. Kirkpatrick to determine which direction the Agency should go in the future. He did mention a projected personnel increase, however. He began discussing NPIC and I interrupted to say that we had not planned to review their requirements since it was to be in a separate location. He asked that it be considered since information will be eventually required on whether to construct another building near it or a new building (possibly in the Headquarters area). He advised us to read the Land Report. Mr. Bannerman talked about ten years before occupancy of a building - and said he hoped we could complete our work in a year. *When we are ready Mr. Bannerman said he would announce the formation of the Group at the Directors morning meeting. * Mr. Meloon mentioned the memorandum to the DD's being prepared to set up a point of contact.

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3. One point was very clear from the meeting. We would have access to the best information available, and that we should not be restricted by preconceived limitation of building cost, location of real estate, numbers of buildings, etc.

4. I indicated that the final product would be a breakdown of space requirements plus justifications for special space plus observations for his information.



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